

AIM Attendance Collection Test Window Count via Direct Entry



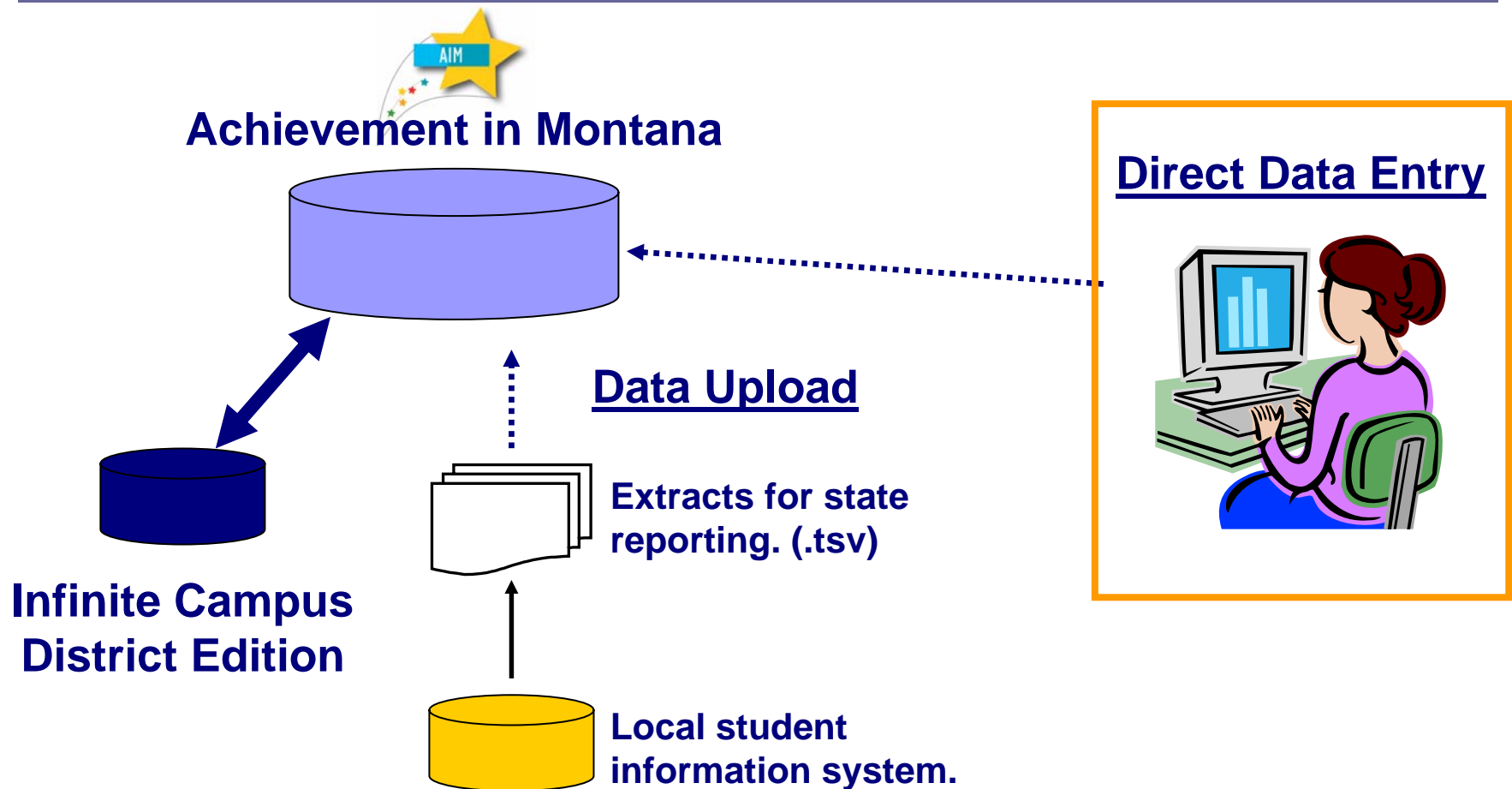
Agenda

1. Overview and purpose
2. Prerequisites
3. AIM Navigation
4. Enter attendance data for each student
5. Data Extract (optional)
6. Who to call for help

Overview of Process

- The Attendance Collection will provide data for State and Federal reporting requirements and AYP calculations.
- The collection will take place 3/12/07 through 4/15/07.
 - Schools must submit attendance as of the **last day of the school's testing window**. If the student is not scheduled for classes on the Testing Count Date, report attendance on the next regularly scheduled school instruction day for the student.
 - Schools must submit aggregate hours of instruction for all students enrolled on the last day of the school's testing window.

Overview of Process



Prerequisites

- If you have not entered demographic and enrollment information for your students, you will need to do this before proceeding.
- Instructions can be found on the AIM website at www.opi.mt.gov/itprojects/aim.html under the Training and Instructions tab, Assessment Pre-Label Collection, Direct Entry Tutorial - Enrollment

Connecting to AIM

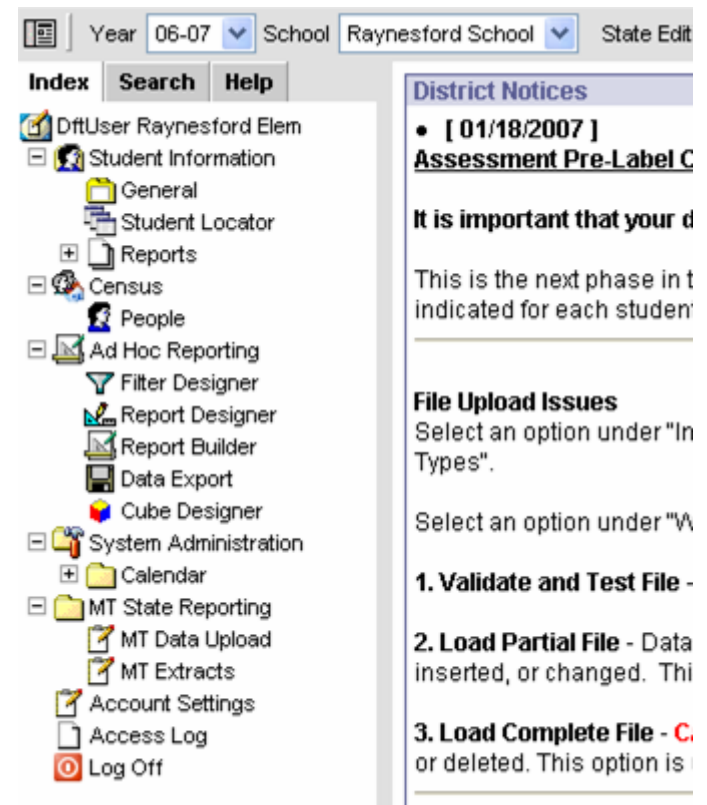
- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,
sent by OPI on Sept 1, 2006 to
the Authorized Representative
- If you are unable to locate your
password, please call the OPI
Helpdesk at 406-444-3448.



The screenshot shows a login window titled "Infinite Campus State Edition" with "Version: 2007.1" below it. The main heading is "Montana AIM". There are two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

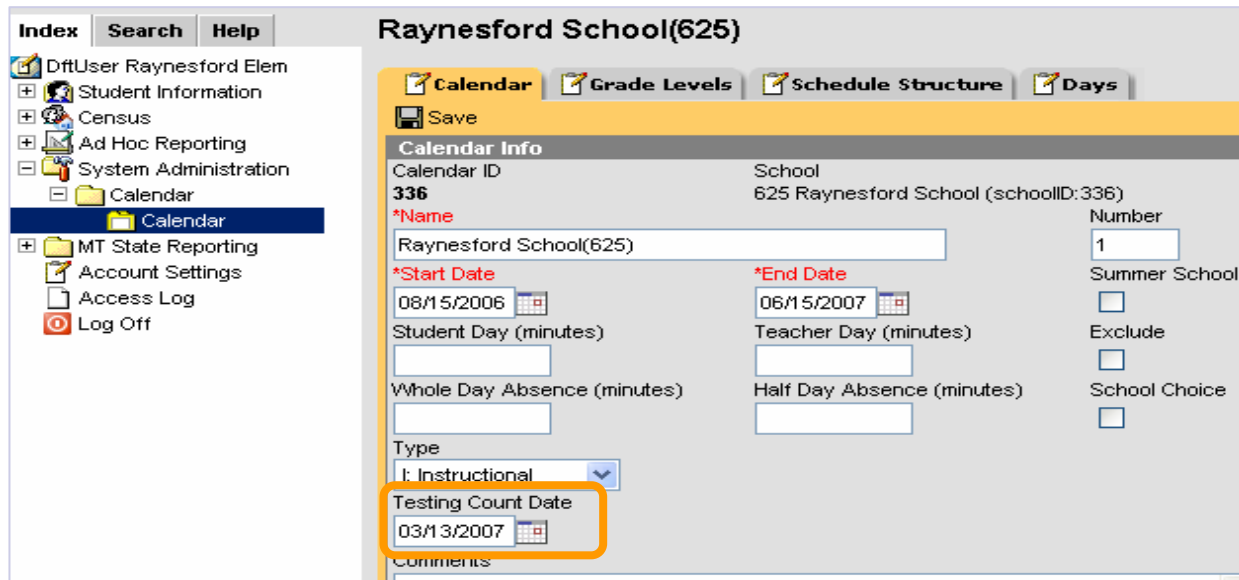
AIM Navigation

- Index items are visible based on the permissions given to a user.
- Attendance Count information is found in Student Information > General



Configure Calendar

- Navigate to System Administration > Calendar > Calendar
- Enter the last day of the school's testing window in **Testing Count Date**
- **Save**
- Repeat for each school in the district



Index **Search** **Help**

Raynesford School(625)

Calendar **Grade Levels** **Schedule Structure** **Days**

Save

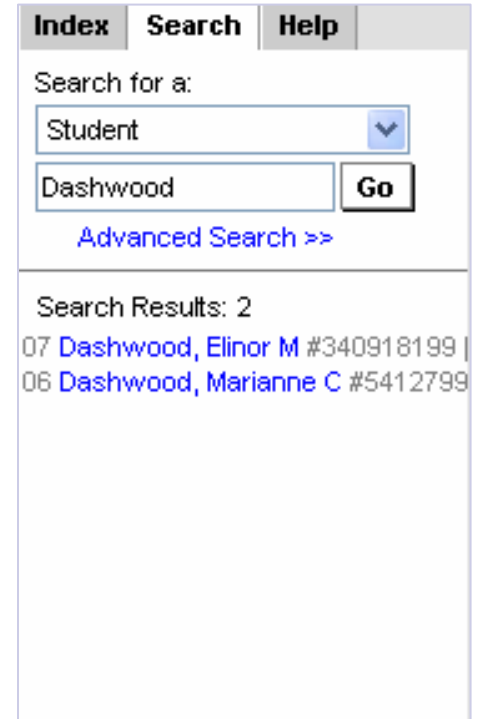
Calendar Info

Calendar ID	School
336	625 Raynesford School (schoolID:336)
*Name	Number
Raynesford School(625)	1
*Start Date	*End Date
08/15/2006	06/15/2007
Student Day (minutes)	Teacher Day (minutes)
Whole Day Absence (minutes)	Half Day Absence (minutes)
Type	Summer School
I: Instructional	<input type="checkbox"/>
Testing Count Date	Exclude
03/13/2007	<input type="checkbox"/>
Comments	School Choice
	<input type="checkbox"/>

Student Information - Search

■ Search for a Student to enter their Program Participation information

- Click on the Search tab.
- Search for a: Student
 - Type part of student's last name in the search box. To limit the search further, type comma and first name. To search for all students, leave the box blank or enter a % sign.
 - Go
 - If more than one student matches, click their name to go to their information



The screenshot shows the search interface with tabs for Index, Search, and Help. The 'Search' tab is active. Below the tabs, there is a section 'Search for a:' with a dropdown menu set to 'Student'. Below this is a text input field containing 'Dashwood' and a 'Go' button. A link for 'Advanced Search >>' is also present. The search results section shows 'Search Results: 2' and lists two results: '07 Dashwood, Elinor M #340918199' and '06 Dashwood, Marianne C #5412799'.

Index	Search	Help
Search for a:		
Student		
Dashwood		Go
Advanced Search >>		
Search Results: 2		
07 Dashwood, Elinor M #340918199		
06 Dashwood, Marianne C #5412799		

Advanced Search

- Using Advanced Search, you can search for students by Grade.



Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)
You may search school-wide.

Student Search

Last Name	<input type="text"/>
First Name	<input type="text"/>
Student Number	<input type="text"/>
SSN	<input type="text"/>
Grade	<input type="text" value="v"/>
Birth Date	<input type="text"/>
Gender	<div>PK KG P1 01 02 03</div>
StateID	<input type="text"/>

Saved Filters

  School Users

Search Edit Delete

Student Information – Enrollment Tab

- Click on the student's Enrollment tab
- To view the detailed data, click on the enrollment in the Enrollment Editor
- Expand the section for State Reporting Fields

Dashwood, Elinor M

Grade: 07 #340918199 DOB: 08/26/1993 Gender: F

 Summary
 Enrollments
 Programs
 Assessment

 Print Enrollment History
  New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	Raynesford Elem Raynesford School(625)	08/22/2006	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					

Requirements

- Testing Aggregate Hours of Instruction must be reported for all enrolled students on the Testing Count Date.
- Student attendance must be reported in the Testing Absent field for all enrolled students on the Testing Count Date.
 - If the student is not scheduled for classes on the Testing Count Date, report attendance on the next regularly scheduled school instruction day for the student.

Testing Count Date is the last day of the school's testing window.

Test Window Attendance Count	
Testing Aggregate Hours of Inst.	Testing Absent
<input type="text"/>	<input type="text" value="0.000"/>

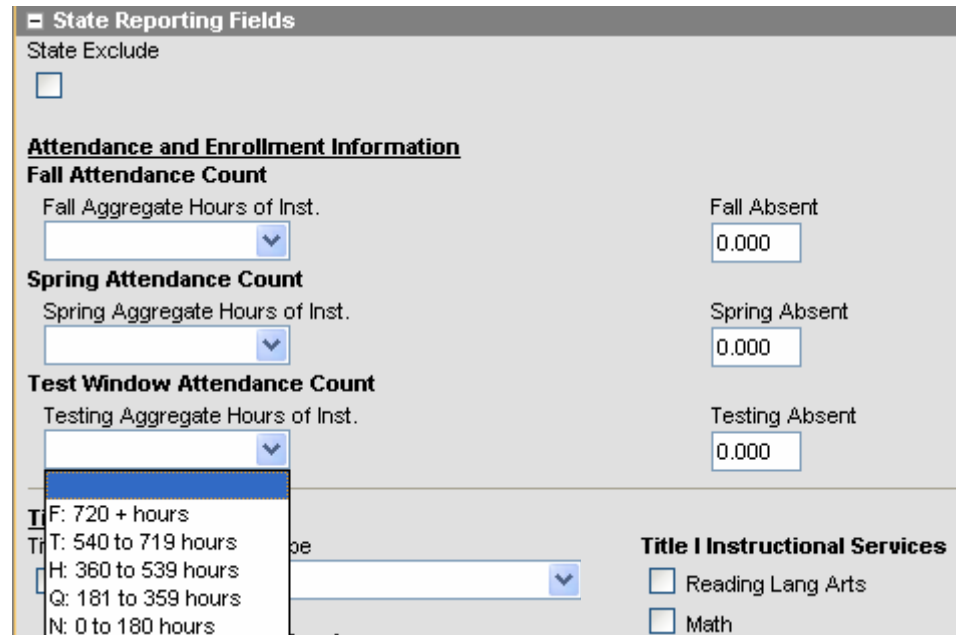
Enter Attendance for Each Student

- Aggregate Hours of Instruction is the number of hours of pupil instruction for which student is enrolled.
- Testing Absent is the portion of count date the student was absent.

- ☐ Present all day = 0
- ☐ Absent all day = 1
- ☐ Decimal fraction if student was absent part of the day

- **Save**

- Repeat for each student



State Reporting Fields

State Exclude
☐

Attendance and Enrollment Information

Fall Attendance Count
Fall Aggregate Hours of Inst. Fall Absent

Spring Attendance Count
Spring Aggregate Hours of Inst. Spring Absent

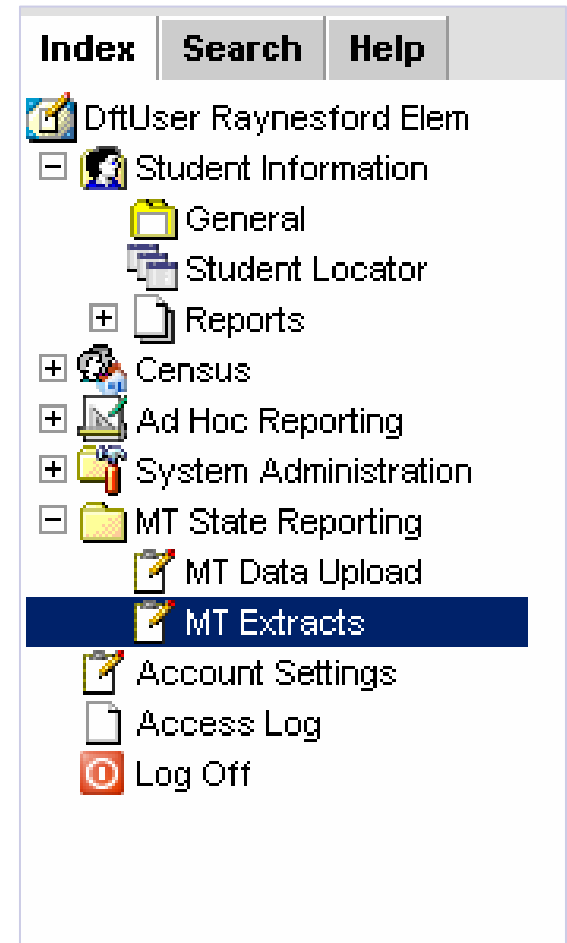
Test Window Attendance Count
Testing Aggregate Hours of Inst. Testing Absent

Title I Instructional Services
☐ Reading Lang Arts
☐ Math

Testing Aggregate Hours of Inst. dropdown menu options:
F: 720 + hours
T: 540 to 719 hours
H: 360 to 539 hours
Q: 181 to 359 hours
N: 0 to 180 hours

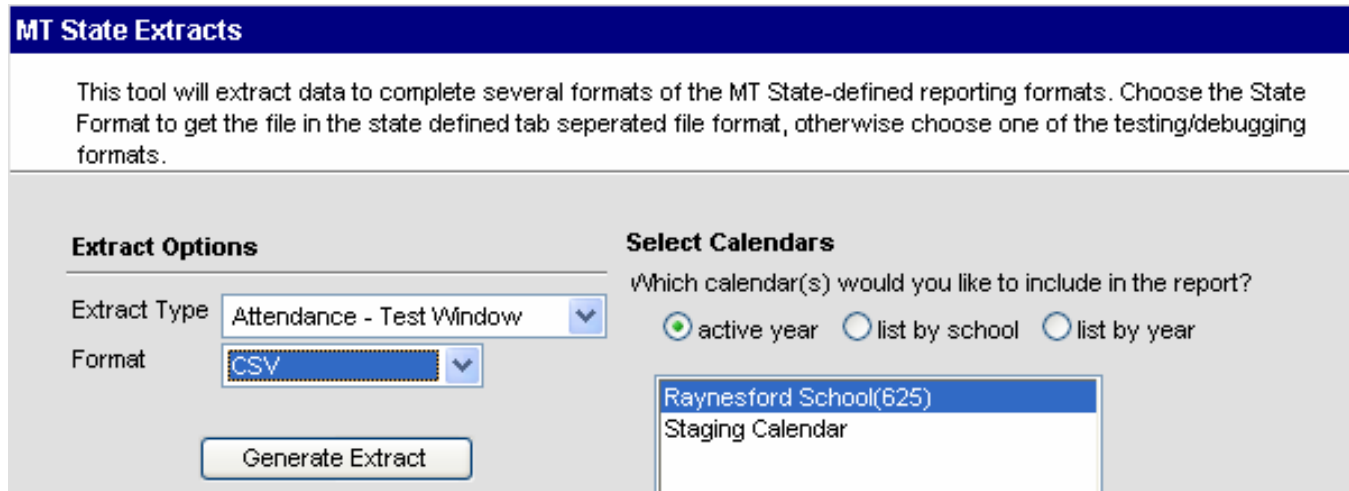
Extract Data (optional)

- If you would like an electronic copy of your Attendance information you can create an extract of this information.
 - Select the correct school from the drop-down list, then navigate to MT State Reporting > MT Extracts



Extract Data

- For Extract Type, select Attendance – Test Window. For Format, select State CSV (or other if you prefer)
- All Calendars in the District will be displayed. Select Calendar(s) and click the Generate Extract button.
- Save your file to a location and name of your choice.

A screenshot of the "MT State Extracts" web form. The form has a dark blue header with the title "MT State Extracts". Below the header is a light gray box containing instructions: "This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats." The form is divided into two main sections: "Extract Options" and "Select Calendars". In the "Extract Options" section, there are two dropdown menus: "Extract Type" set to "Attendance - Test Window" and "Format" set to "CSV". Below these is a "Generate Extract" button. In the "Select Calendars" section, there is a question "Which calendar(s) would you like to include in the report?" followed by three radio buttons: "active year" (selected), "list by school", and "list by year". Below the radio buttons is a list box showing "Raynesford School(625)" and "Staging Calendar".

MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type: Attendance - Test Window

Format: CSV

Generate Extract

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

Raynesford School(625)
Staging Calendar

Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 406-444-3448
- Questions on data elements
 - Nicole Weissman, Student Records Manager
406-444-3495
 - Sara Loewen, Data Resource Administrator
406-444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - Dave Nagel, Project Manager – 406-444-1641